

**VILLAGE OF LOMBARD**  
**REQUEST FOR BOARD OF TRUSTEES ACTION**  
**For Inclusion on Board Agenda**

  X   Resolution or Ordinance (Blue) \_\_\_\_\_ *Waiver of First Requested*  
\_\_\_\_\_ Recommendations of Boards, Commissions & Committees (Green)  
\_\_\_\_\_ Other Business (Pink)

TO: President and Village Board of Trustees

FROM: William T. Lichter, Village Manager

DATE: April 25, 2007 (COW)(B of T): May 3, 2007

TITLE: Revisions to the Village's Purchasing Manual

SUBMITTED BY: Timothy Sexton, Assistant Director of Finance

**BACKGROUND/POLICY IMPLICATIONS:**

On April 24, 2007, the Finance Committee unanimously recommended that the Village's Purchasing Manual be revised as described in the attached memo. There are several minor changes to the manual including a new paragraph on rejecting bids. In the interest of saving paper, only the proposed changes to the Manual are included in the memo. If anyone would like to view the complete manual, a copy is available in the Finance Department. Staff requests that the Village Board approve these revisions.

**FISCAL IMPACT:**

N/A

**REVIEW** (as needed):

Village Attorney XX \_\_\_\_\_ Date \_\_\_\_\_  
Finance Director XX \_\_\_\_\_ Date \_\_\_\_\_  
Village Manager XX \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 Noon, Wednesday, prior to the Board Agenda distribution.**